

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: <u><b>OOC02822893</b></u>	DATE POSTED: <u>02/23/22</u>
POSITION NO: <u>245031</u>	CLOSING DATE: <u><b>03/15/2022 by 5pm</b></u>
POSITION TITLE: <u><b>Senior Accountant (2 Pos)</b></u>	
DEPARTMENT NAME / WORKSITE: <u>Office of the Controller/NN Fiscal Recovery Fund Office/Window Rock AZ</u>	
WORK DAYS: <u>M-F</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/> GRADE/STEP: <u>BQ65A</u>
WORK HOURS: <u>40 wk</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: <u>          </u> \$ <u>49,318.56</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : <u>          </u> \$ <u>23.62</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/> <u>          </u>

**DUTIES AND RESPONSIBILITIES:**

Reviewing Personnel Action Forms and payroll documents for ARPA FRF Office. Working with ARPA FRF K Business Units monitoring assigned accounts on a daily basis reviewing expenditures ensuring they are allowable per Grant Requirements. Approving on line Purchase Requisitions, General Office duties faxing scanning attending meetings, Federal Reporting to US Treasury, Reviewing 164 packets for ARPA FRF Offices, Other duties as assigned.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Accounting, Finance, Business Administration or closely related field; and two (2) years of progressively responsible or diverse accounting experience involving financial policy analysis and information systems.

**Special Requirements:**

- A favorable background investigation.
- Possess a valid state driver's license.

*(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)*

**Special Knowledge, Skills and Abilities:**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**